

MATERIAL HANDLER

A student who has completed the Job Corps Material Handler program is equipped with the skills to contribute to the workplace as a valued employee from day one. Competence in academic and vocational skills is required for graduation. In addition, Job Corps students learn employability and technological skills. To complete his or her Material Handler training, a student must master skills in these categories:

SAFETY

Demonstrate proper lifting techniques; exercise care when operating power equipment; follow prescribed procedure with explosive/inflammables/heavy weights/pressure (steam or hydraulic) and cables under tension; wear appropriate clothing and safety devices; inspect forklift trucks, cranes, conveyors, cables for tear or malfunction; demonstrate proper use of protective clothing; demonstrate operation of air or breathing apparatus; demonstrate CPR and first aid; demonstrate spill containment and cleanup procedures; demonstrate proper confined space procedures; demonstrate ability to use safety equipment including eyewash stand, chemical shower, and fire extinguisher; report safety issues to supervisor regarding accident (incident reports).

CHECKING AND ACCEPTING INCOMING MERCHANDISE FOR RECEIVING

Check invoice against purchase order; check number of cartons against bill of lading, freight bill or manifest; prepare overage, shortage and discrepancy and report of item discrepancy; record carrier name and carrier number on receiving report; spot-check cartons for damage; prepare damaged merchandise and claims for reshipment.

STORE MERCHANDISE RECEIVED IN WAREHOUSE

Arrange merchandise according to identification codes in order to be able to use bar code reader; check merchandise characteristics against warehouse records; maintain records for control of stored merchandise; maintain and update master warehouse location plans; move merchandise to proper stocking area (normal control as well as first-in/first-out); open container with proper tools; provide secure storage for property classified sensitive, radioactive, hazardous or flammable; record broken, short, or damaged goods and report to supervisor; store goods in proper location (bins, racks, etc.); identify shelf life of items and report outdated items; demonstrate ability to keep materials neat; demonstrate use of floor cleaning equipment; demonstrate setup of bar code computer; operate bar code reader; demonstrate transfer of data from portable unit to main computer; define bar code meaning; conduct ongoing and periodic physical inventory.

EQUIPMENT USAGE

Ability to use: pallet jack (manual and electric), pallet stand, skid wrap and wrapping machines, bolt and band cutters, forklift (inside, outside and electric, propane), hand tools, box cutters, hand trucks, dock and load levelers, shrink wrap, banders, meter machine, UPS Powership, FedEx, computer, printer, copy machine, floor scrubber, vacuum, bar coders and held-held/mainframe.